

THE MINUTES OF THE REGULAR MONTHLY MEETING
OF THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF NEWPORT, RHODE ISLAND
HELD ON THE FOURTEENTH DAY OF SEPTEMBER, 2006

The Commissioners of the Housing Authority of the City of Newport, Rhode Island met in regular session at the Donovan Manor, 19 Chapel Street, at 4:30 p.m. on September 14, 2006.

Following the Pledge of Allegiance to the Flag, the Secretary, along with Commissioners Fuerte and Hall, presented Way to Go Awards to residents who were nominated for having achieved an accomplishment or who made a contribution to benefit the community.

Roll call followed.

PRESENT: Commissioner Jan Shapin
 " Rodney P. Bowley
 " John J. Crowley, Jr.
 " Elizabeth Fuerte
 " Jade Hall
 " Frank Landry

ABSENT: Commissioner Joseph T. Houlihan

ALSO PRESENT: Attorney Joseph J. Nicholson, Jr.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the Minutes of the Regular Monthly Meeting of August 10, 2006 were approved.

The monthly bills report was presented to the Commissioners.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, payment of the bills was approved.

The Chair stated that Officers Piermont and Cortes have been assigned to patrol duty and that they will provide their monthly reports at the next meeting.

The Secretary reviewed with the Commissioners the Consent Calendar items which included the Occupancy, Applications, and August Collection Loss Reports.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the Consent Calendar items were approved.

The Secretary provided the Commissioners with a proposed bid package for a replacement Housing Authority automobile as well as a replacement truck for the Director of Maintenance.

The Secretary requested that the proposed truck bid be withdrawn and authorization be granted to solicit bids for a replacement automobile.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the Secretary was authorized to solicit bids to purchase a replacement Housing Authority automobile according to the parameters previously set by the Commissioners.

The Secretary provided the Commissioners with a progress report on the Park Holm development and informed them that Architectura, and their contractor, Freeport Contracting, are ready to begin a structural investigation which will include exploratory work to remove sample exterior siding from identified locations.

Questions were presented regarding parking spaces at Park Holm and the Secretary responded that in an effort to resolve some of the parking problems, lines have been repainted and parking stickers will be issued to residents.

The Secretary provided the Commissioners with a report on the Healthy Residents/Healthy Homes program.

Upon a motion by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, the Healthy Residents/Healthy Homes report was accepted.

The Secretary provided the Commissioners with a progress report on the Diplomas in Students' Hands (DISH) program.

Upon a motion by Commissioner Bowley, seconded by Commissioner Crowley, and unanimously carried, the DISH report was accepted.

In compliance with a request at the August meeting the Secretary presented Resolution No. 1013 - Procurement Policy Amendment.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the Resolution to amend the Procurement Policy was tabled.

The Secretary acknowledged the HOPE VI Director's monthly report.

Upon a motion by Commissioner Crowley, seconded by Commissioner Bowley, and unanimously carried, the HOPE VI Director's monthly report was accepted.

The Secretary reviewed with the Commissioners the Phase 4 site drawings that were provided by the Newport Collaborative.

The Secretary presented the Commissioners with a copy of a draft Master Development Agreement and informed them that the final edition should be available within the next week. The Commissioners will be provided revised agreements for review as they become available.

The Chair requested a motion authorizing the Secretary to execute the MDA when it is finalized, prior to a tax credit submission deadline of October 6th, and authorize sufficient funds from the HOPE VI and capital funds to meet the commitment of \$750,000 for demolition and remediation, and \$40,000 per unit (\$280,000 total) for the homeownership portion.

Discussion followed after which it was decided by the Commission that a special meeting be held on September 28th to review and approve the finalized MDA.

The Secretary acknowledged the monthly report submitted by the Director of Finance.

Upon a motion by Commissioner Landry, seconded by Commissioner Crowley, and unanimously carried, the Director of Finance's monthly report was accepted.

The Secretary informed the Commissioners that whenever it becomes necessary to change check signatories a Resolution is required.

The following Resolution was introduced by Commissioner Landry, it being Resolution No. 1014. Same was read aloud and in full by Commissioner Landry and considered by the Commissioners.

Resolution No. 1014

WHEREAS, due to a change in officers of the Housing Authority of the City of Newport, it is necessary to revise authorized check signers for the General Operating Account,

NOW, THEREFORE, BE IT RESOLVED, that the following officers and/or Directors are hereby authorized to sign checks for the General Operating Account, which requires two (2) signatures:

James J. Reed, Executive Director
Jan Shapin, Chair
Rodney P. Bowley, Vice-Chair
Rhonda R. Mitchell, HOPE VI Director
Terrence F. Gallagher, Director of Maintenance

Commissioner Landry moved that the foregoing Resolution be adopted as introduced and read, which motion was seconded by Commissioner Fuerte, and upon roll call the "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
Commissioner Shapin	None
" Bowley	
" Crowley	
" Fuerte	
" Hall	
" Landry	

The Chair thereupon declared said motion carried and said Resolution adopted.

The Secretary acknowledged the monthly report submitted by the Director of Maintenance.

Upon a motion by Commissioner Landry, seconded by Commissioner Fuerte, and unanimously carried, the Director of Maintenance's monthly report was accepted.

The Secretary presented the following action items submitted for approval by the Director of Maintenance:

- (1) Aurora Electric: Requisition No. 4 - \$46,572.30 (Fire Alarm Upgrade)
- (2) Innovative Construction:
 - (i) Requisition No. 2 - \$23,760.00 (Sidewalk Replacements/
Coddington Manor)
 - (ii) Change Order No. 1 (Donovan Manor) - \$3,528.00
 - (iii) Change Order No. 1 (Coddington Manor) - \$6,224.57
- (3) Dare, Inc.: Requisition No. 1 - \$23,158.80 (Chapel Terrace Dumpster Enclosures)
- (4) Bill: Architectura, Inc. - \$1,836.30 (capital work items)
- (5) Uniform Proposals - Alexander's Uniforms - \$94.50 per set

Following discussion regarding the purchase of uniforms as opposed to leasing them, a motion was made by Commissioner Crowley, seconded by Commissioner Fuerte, and unanimously carried, approving all five action items.

The Secretary acknowledged the monthly report submitted by the Director of Social Services.

Upon a motion by Commissioner Landry, seconded by Commissioner Bowley, and unanimously carried, the Director of Social Services' report was accepted.

The Chair invited Commissioner Fuerte to provide the monthly report on behalf of the Newport Resident Council.

Commissioner Fuerte informed the Commissioners that a report of activities for the Newport Resident Council was submitted by Cindy Warren and that she will respond to questions if there are any.

Commissioner Hall indicated that she would like Resident Council board members' activities included in the Resident Council report, particularly as they pertain to seminar and conference attendance.

For clarification purposes, the Chair and Secretary indicated that all information to be included in the Resident Council's monthly report should be provided to the Newport Resident Council by the first Wednesday of each month.

The Chair stated that at the August meeting, Commissioner Crowley had requested a new line item entitled, "New Business" be added to the Agenda and that legal counsel was consulted for guidance in this matter.

Attorney Nicholson addressed the Commission and informed them that in the last year the Attorney General's office has tightened their opinions on agenda items. The term, "New Business" is not considered specific enough and could encompass matters of importance as well as general matters.

Attorney Nicholson suggested that a line item entitled, "Commissioners' Requests" could be added to the end of each agenda to provide Commissioners with an opportunity for requesting a matter to be placed on the next month's agenda.

Attorney Nicholson's suggestion was received and the new line item will be added to future agendas.

Upon a motion by Commissioner Bowley, seconded by Commissioner Landry, and unanimously carried the meeting adjourned at 5:41 p.m.